

the **shelton chronicle**

A Publication for the Faculty and Staff
of Shelton State Community College

Vol. 2 No. 5

April 15, 1995

THE SHELTON CHRONICLE is published twice a month by the Office of Public Relations and Alumni Affairs,
(205) 391-2221.

APRIL IS COMMUNITY COLLEGE MONTH

SHELTON SELLS SKYLAND CAMPUS

Shelton State recently received an option agreement for the purchase of the Skyland Campus. If the sale is completed, the college must vacate the building by September 1997. Marlin Moore, Tommy Moore, Wilbur Manderson, and Jim Voltz are the purchasers of the property.

SHELTON RECEIVES NEW PIECE OF CNC EQUIPMENT

Jim Litchfield, sales representative for the L.S. Starrett Company of Athol, Massachusetts, presented Shelton President Tom Umphrey with the news that the college will receive a coordinate measuring machine for the CNC department. The announcement was made during the recent advisory committee breakfast that was held on the Fifteenth Street Campus. Starrett has also committed to upgrading the piece of equipment every few years in order to keep the program state-of-the-art.

Also, Dennis Krantz, sales

representative for Young and Vann, a distributor for industrial supplies and equipment, was given an honorary degree by the college. Krantz, who is a member of the CNC craft committee, received an honorary associate in applied science degree.

THIS MONTH ON CAMPUS

APRIL 17

Monday Concert Series presents vocal chamber music, Dr. Jerri Kantack, voice; Paul Morton, trumpet; and Elizabeth Smith, piano, 1 p.m., Skyland auditorium.

APRIL 17-18

Registration for Summer semester in Eutaw at the Branch Heights Community Center will be from 4-6 p.m. on May 17. Registration at Bibb County High School will be May 18 from 4-6 p.m.

APRIL 21

An Earth Day '95 Celebration will be held at the Water Resource and Environmental Training Center on April 21 from 11 a.m.-1 p.m. As part of the program, winners in an art contest for third and fourth graders at Hale County Elementary School will be announced. Also, Mr. and Mrs. W.C. Reese will donate flowering trees which will be planted near the entrance to

the Water Center along with two bluebird houses, one to be placed near the building and the other near the lake. Refreshments will also be served. Dr. Reese is coordinator and instructor at the Water Center. The faculty and staff of the college are invited to attend.

APRIL 24

A pre-school pep rally will kick off the "Week of the Young Child." The pep rally will be held at 10 a.m. at Snow Hinton Park. For more information, contact Sherry Kirksey.

APRIL 25

Sigma Delta Mu, the Spanish Honor Society, will induct new members at a banquet scheduled for 6 p.m. on April 25 at LaFiesta Restaurant in Alberta City. Tickets are \$10. Students who will be inducted into the honorary are: Rhonda Burns; Chris Burroughs; Carla Cribbs; Lance Johnson; Bob Jones; Virginia Jones; Derrick Lowe; Machele Martin; Candace Seale; Kim Snider; Meredith Yarbrough.

APRIL 25, 26, & 27

Telephone registration will be held April 25, 26, & 27 from 4-7 p.m. Call 759-2349 to register for Summer semester.

FACES AND PLACES

Shelton Dean of External Affairs **DAVE FREEMAN** is back in Tuscaloosa after serving as a field reader for

the Department of Education in Washington.

Shelton Vice President **TED SPRING** is keeping his administrative team busy. Renee Culverhouse, legal counsel for the Department of Postsecondary Education, spoke at the staff's first administrative workshop.

BRITT TURNER, RANDY JARRELL and **EVELYN METTEE** teamed up to update the administration on TQM processes at a recent retreat at Holly Springs.

LYDA BLACK conducted a seminar recently for Judson College as part of the institution's Women's Conference. Black's subject was "Women as Agents of Change."

Two faculty members have been nominated for Phi Theta Kappa awards. **BRENDA RYAN** is nominated for the national advisor award as the Giles Distinguished Advisor. **LINDA GROTE** is nominated for the Mosal Scholarship Advisor's Award.

JEANETTA HARGROW, Shelton admissions officer, currently serves as the coordinator for District 5B Alabama Association of Collegiate Registrars and Admissions Officers.

JOYCE JOLLY, coordinator of planning for the college, returned recently from Rowan Cabarrus Community College in Salisbury, North Carolina.

While there she served on a Reaffirmation Visiting Team for the Southern Association of Colleges and Schools.

PHI THETA KAPPA

Phi Theta Kappa advisors **LINDA GROTE** and **BRENDA RYAN** returned recently from Chicago, Illinois with Shelton students Libby Umphrey and Linda Blalock. The Shelton group attended the PTK international conference.

Shelton's PTK chapter was a level Five winner for the Key Opportunity Campaign and will receive a national award for Level 5 chapters in the Hallmark Awards.

REACH OUT AND TOUCH SOMEONE - AGAIN

Shelton's telecommunications department recently published a telephone listing for the college. Please report any corrections, additions, to the telecommunications department.

DEAN'S CORNER

Arthur Howington

The results of the faculty survey regarding UPS service was 51 to 20 in favor of UPS packages being delivered to the college switchboard, signed for at that location, and then being placed in the mailroom with other packages that arrive through the mail.

SHELTON DEVELOPS NEW POLICIES

As we know , it is a NEW TIME, NEW WORLD, NEW SHELTON. As employees of one of the state's largest two year colleges, it is difficult to always know official college policies. This past December the Office of Postsecondary in Montgomery published and sent to all colleges its first official Policy Manual . Over the past few months, the administration has developed a number of institutional policies that apply to all segments of the college. With the approval of Shelton President Tom Umphrey, these policies have been included in the Policy Manual of each administrative office. As these institutional policies are approved, they will be printed in part in THE CHRONICLE. Complete copies of all policies are kept in each dean's office. A complete copy of the Policy Manual will also be housed in the Skyland library shortly.

Policy Title: LEGAL REPRESENTATION FOR COLLEGE EMPLOYEES

Effective Date: March 14, 1995

POLICY STATEMENT

College employees may request legal assistance, consultation, or representation from the Alabama College System, Legal and Personnel

Services Office, in matters related to the official performance of college business.

IMPLEMENTATION

Implementation of this policy will be the responsibility of the Vice President.

Policy Title: LEGAL REPRESENTATION FOR THE COLLEGE

Effective Date: March 14, 1995

POLICY STATEMENT

When legal representation for the institution is necessary, the College will request legal assistance through the Alabama College System, Legal and Personnel Office, in matters related to college business. Requests for external legal counsel will be approved by the President prior to submission to the Chancellor's office for final approval.

RESPONSIBILITY

Implementation of this policy will be the responsibility of the Vice President.

Policy Title: COMMUNICATION WITH CHANCELLOR'S OFFICE OR OTHER POSTSECONDARY OFFICIAL(S)

Effective Date: March 14, 1995

POLICY STATEMENT

With over 8,000 full and part-time employees in the Alabama College System, it is

incumbent upon member institutions to ensure communication with the Chancellor's office or other postsecondary official(s) is both necessary and appropriate. In support of this end, all Shelton State employees will notify and coordinate with the President's office prior to initiating any communication, either written or verbal, with the Chancellor or other postsecondary official(s) or the Alabama College System. Any deviation from this policy must be approved by the President or Vice President of the College.

RESPONSIBILITY:
Implementation of this policy is the responsibility of the employee's dean of senior administrative supervisor.

Policy Title: PROPOSING NEW INSTRUCTIONAL PROGRAMS

Effective Date: February 28, 1995

POLICY STATEMENT

Preparation of new program proposals requires a substantial commitment of resources. To preclude unnecessary administrative costs, a preliminary feasibility review of new program proposals will be prepared and submitted to the Vice President's Council by the sponsoring instructional dean. The feasibility review will provide a "snapshot" of the

program, alert and inform the Vice President's Council about new programs under consideration, and facilitate discussion on the merits of the proposed new program.

RESPONSIBILITY:

Implementation of this policy is the responsibility of the Dean of Academic Services, Dean of Technical Services, and the Dean of Occupational Services in their respective instructional areas.

Policy Title: SECURITY OF RECORDS

Effective Date: January 17, 1995

POLICY STATEMENT

Public records belong to the college, not the individual, and serve to document the day-to-day business transactions and public dealings of the college. Under no circumstances should a college official, faculty or staff member remove (or destroy) public records from an office.

Prudent security precautions will be taken immediately upon an employee's termination from his/her employment, for any reason, to ensure the integrity and safekeeping of public records of the college.

RESPONSIBILITY

Implementation of this policy is the responsibility of the employee's dean or senior administrative supervisor.

**Policy Title: USE OF CAMPUS FACILITIES
POLICY STATEMENT**

Shelton State Community College will allow the use of its campus and facilities when available and when said use does not conflict or interfere with normal, day-to-day operations and activities. Individuals or groups may use said facilities based on a priority system, rental fee schedule, and established rules and regulations. The campus and its facilities will not ordinarily be used for activities or events considered "for profit" and in direct competition with other local businesses. Exceptions must be approved by the President. Shelton State will allow the use of its campuses and facilities in accordance with this policy, applicable laws and ordinances, established rules and regulations, and prevailing community standards of conduct and behavior.

RESPONSIBILITY

Implementation of this policy is the responsibility of the Dean of Academic Services.

Policy Title: MEDIA COMMUNICATIONS

Effective Date: October 6, 1994

POLICY STATEMENT

The President of the College is the official spokesperson for the institution. In the absence of the President, this authority

is delegated to the Vice President.

RESPONSIBILITY

Implementation of this policy is the responsibility of the Director of Public Relations.

Policy Title: GRIEVANCE PROCEDURES (not covered by Title IF)

Effective Date: September 1, 1994

POLICY STATEMENT

Employee complaints or problems are important. This policy is to provide an effective and acceptable means for all employees to bring problems and complaints concerning the well-being at work to the attention of the administration. Therefore, the following formal grievance procedure has been established for the benefit and use of all Shelton State employees. (Three levels of grievance procedures are then listed.)

RESPONSIBILITY

Implementation of this policy will be the responsibility of the appropriate dean, director or immediate supervisor (whichever applicable) of Shelton State employees.

**DON'T FORGET!
REGISTRATION FOR
SUMMER SEMESTER IS
MONDAY, MAY 29,
FROM 1 - 7 P.M. ON THE
SKYLAND CAMPUS.**